

**KUMASI TECHNICAL UNIVERSITY**



**TRANSPORT AND VEHICLE MAINTENANCE  
POLICY**

**October, 2020**



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## **Statement of Policy**

- i. All University vehicles, purchased by or donated to the University, shall be managed and governed in accordance with this policy. The University shall operate its vehicle according to a pool system. The University vehicles are acquired through:
  - (a) Direct purchase by funds from Government of Ghana, or internally/locally generated funds.
  - (b) Donations,
  - (c) Projects.
- ii. The Registrar, assisted by the Transport Officer, shall be the overall managers of all University vehicles.
- iii. The Faculty, Project and Departmental vehicles shall be entrusted to the Heads of these units for day to day operations, management and administration, but their maintenance shall be overseen by the Registrar, assisted by the Transport Officer.

This transport policy aims at aligning the demand and supply of the University transport services through effective management of the University's vehicles, increasing staff and students understanding of the overall university fleet programs, providing a greater accountability of the University fleet, comprehensively operating, maintaining and repair vehicles to acceptable safety standards.

## **1.0 Introduction**

The KsTU Transport Policy is formulated to serve as a guideline for the University and its stakeholders in appreciating the modus operandi of the Transport Section as well as provide the parameters for operating its fleet. This policy will help the University to optimise its Transport Section and make efficient use of its fleet.

The Transport Policy provides the University with a standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the University's motor vehicles and for the management of related forms of transport engaged for university business. The Transport Committee will be responsible for the administration and implementation of the Transport Policy.

The Transport Unit shall be responsible for meeting the transportation needs of the University.

## **2.0 Objective**

This policy document shall provide guidelines for consistent decision making and behavior within the Transport Unit of the University to ensure efficiency and effectiveness in the management of the University's fleet of vehicles. It is also to provide broad guidelines for the Transport Unit to develop good driver behavior and adequate maintenance regime to ensure road safety.

## **3.0 Categories of University Vehicles**

The University has a fleet of vehicles and transport-related infrastructure which are managed partly by the Transport Unit and partly by duty-post bearers including the Vice-Chancellor and Pro Vice-Chancellor, and other office holders such as Deans of Faculty/School, Directors of Institute, and other Administrative Directors.



A vehicle shall be the bonfide property of the University whether by

- i. Purchase of the vehicle
- ii. Donation by an individual, an organization, etc.
- iii, Project

### **3.1 Purchase of Vehicles**

It shall be the responsibility of the Head of Transport Technical Team in consultation with the Transport Committee to recommend the purchase of new vehicles to the University administration. The Head of the Transport Technical Team shall set out the required vehicle specifications and extra equipment.

### **3.2 Donations**

A vehicle donated to any department or donated for a special project shall be the property of the University. However, it shall remain with the project until the end of the project. Where a vehicle has been donated to a faculty or office for a specific project, the Vice-Chancellor shall, upon recommendation of the Transport Committee, have the ultimate power to re-allocate the vehicle to another Department.

Categories of University vehicles are as follows:

- i. General Fleet which includes vehicles purchased by the University or donated to the University and put in the pool for special purpose use;
- ii. Executive Fleet attached to duty bearers for their official use, that is, the Vice-Chancellor, Pro Vice-Chancellor, Registrars, Director of Finance, and Director of Internal Audit. Vehicles assigned to the office of Deans and

Directors shall also be included in the Executive Fleet, etc.

- iii. For purposes of institutional image and identity, no other officer shall use official vehicles higher in capacity than those allocated to the Office of the Vice-Chancellor.
- iv. Other fleet which includes vehicles belonging to associations and also serving the interest of members of the University community;
- v. Commercial fleet belonging to private individuals and/or associations and operating in and around the University; and
- vi. Private fleet consisting of vehicles (e.g. saloon cars, 4 – wheel drives, etc.) owned and used by individuals and/or families/households on campus.

This policy addresses all these categories with a view to ensuring efficiency and effectiveness in their operations. It also covers the physical infrastructure including roads, traffic signboards and markings designed to support movement on campus.

## **4.0 Authorised Users**

Authorised Users will be required to complete an Authorised User Undertaking, (Appendix 1) as amended from time to time, prior to first use of any vehicle.

## **5.0 Procurement/Disposal/Replacement of University Vehicles**

- i. The University shall follow the standard procurement policies and laws of Public Procurement and Disposal of Public Assets (PPDA) when purchasing vehicles. The University shall at all times procure brand new vehicles,
- ii. All vehicles will be purchased by the Director of Finance in consultation with the Vice-Chancellor, Pro Vice-Chancellor and the Transport Committee through the Procurement Department of the University
- iii. The procedure for purchase and disposal of University vehicles will be in accordance with the University's Finance regulation as amended from time to time.

## **6.0 Operating Procedure**

- i. All vehicles will be pooled and garaged at the Property and Campus Management Compound and any authorised location as approved by the Vice-Chancellor.
- ii. For the use of any university vehicle, a booking will be made by Departments and Schools through the Transport Officer and will be recorded in an appropriate Vehicle Booking Log by the Transport Officer.
- iii. The authorised driver will be provided with the accountable items for the vehicle by the Transport Officer.
- iv. At the completion of the period of authorised use, the authorised driver will complete the trip record in the vehicle log, return the accountable items to the Transport

Officer, report any Notifiable Event, provide any receipt of expenditure and advise on the current location of the vehicle.

## **7.0 Use of Private Vehicles For University**

### **Business**

- i. The use of private vehicles for university business is discouraged.
- ii. The University will not accept any liability of whatsoever nature which may arise from use of a private vehicle for university business.

## **8.0 Insurance**

- i. The Transport Officer shall ensure that all University vehicles are insured under comprehensive cover for a maximum of (5) five years. Thereafter, it should be insured under third party cover (fire & theft).
- ii. All University vehicles should be boarded after 10 years of use. Before the expiration of the maximum period (10 years) a vehicle may be boarded when it accumulates 300,000 kilometres after purchase.

## **9.0 Transport Committee**

### **9.1 Introduction**

There shall be established a Transport Committee which among other things will act as the primary authority responsible for the general vehicle fleet; control and facilitate the management of the general fleet and all other transport related activities on the University's

campus, including physical movement of the fleet so defined. The Committee will facilitate the provision of all support services required for effective management of the policy infrastructure; plan, implement and monitor the general fleet; and ensure adequate annual budgetary provision to meet the demands of the Transport Section as shall be indicated by the Transport Officer.

## **9.2 Functions of the Transport Committee**

The Transport Committee specifically shall provide the following functions:

- i. Act as the primary authority responsible for the general and executive vehicle fleet;
- ii. Control and facilitate the management of the general and executive fleet and all other transport-related activities on the University campus including physical infrastructure;
- iii. Plan, implement and monitor the movement of the fleet so defined;
- iv. Facilitate the provision of all support services required for effective management of the policy for general fleet;.
- v. Ensure adequate annual budgetary provision to meet the demands of the Transport Section as shall be indicated by the Transport Officer;
- vi. To periodically review and supervise the implementation of the Transport and Maintenance Policies;
- vii. To exercise oversight responsibility over the effective running of the transport unit in the University;

- viii. To meet regularly to discuss and resolve challenges facing the Transport Unit;
- ix. To make suggestions and recommendations for the improvement of the Transport Unit to the University administration;
- x. To do the necessary monitoring to ensure that the expected efficiency and effectiveness required of the Transport Unit is achieved;
- xi. To advise the Welfare Services Board on the University transport system
- xii. To perform any other functions that may be delegated to the Committee by the Vice-Chancellor or the Welfare Services Board;
- xiii. Institute a driver progression hierarchy system in line with the size and adversity of the University's fleet.; and
- xiv. The quorum for its meetings shall be as indicated in the University's statutes.

### **9.3 Composition**

The Transport Committee shall be composed of the following:

- Chairman – who shall be a Senior Member of the University appointed by the Vice-Chancellor;
- The Transport Officer;
- The Head of Mechanical Engineering Department;
- One (1) Representative from the Legal Unit;

- One (1) Representative from the Security Section;
- One (1) Representative of the Finance Office; and
- One (1) Representative of the General Students Body.

#### In Attendance

- An Assistant Registrar – Member/Secretary

### **9.4 Transport Technical Team**

- i. There shall be a Transport Technical Team headed by a qualified person, in any of the following disciplines who shall advise the Transport Committee on technical matters affecting the University's fleet of vehicles:
  - (a) Transportation Management;
  - (b) Mechanical Engineering; and
  - (c) Automotive Engineering or its equivalent;
- ii. Other members of the Transport Technical Team shall comprise the following:
  - (a) Mechanical Engineering Workshop Engineer;
  - (b) Transport Officer;
  - (c) One (1) Workshop Technician; and
  - (d) Chief Transport Assistant

## **9.4.1 The Functions of the Transport Technical Team**

The Functions of the Transport Technical Team shall be to:

- i. Implement the Transport and Vehicle Maintenance Policy of the University;
- ii. Ensure the optimum availability of vehicles and obtain maximum possible use of the vehicles;
- iii. Ensure operational readiness of all vehicles;
- iv. Set operational standards to meet specific operational characteristics of the University;
- v. Ensure the safety of personnel using university vehicles;
- vi. Ensure that the University's vehicles are roadworthy through a scheduled and regular servicing or repairs;
- vii. Prepare maintenance programme for the fleet of vehicles
- viii. Prepare and implement maintenance schedules for the fleet of vehicles; and
- ix. See to the effective repairs, servicing and maintenance of the vehicles.

## **10.0 The Transport Officer**

- i. There shall be appointed a Transport Officer who shall supervise the activities of the Transport Section, operating through the Registrar. The Officer will perform the following activities to ensure efficient running of the section:



- (a) Record on a central database all motor vehicle details and relevant information;
- (b) Maintain all vehicles in a safe and roadworthy condition at all times;
- (c) Maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorised service provider;
- (d) Direct that vehicles be operated only in accordance with the manufacturer's instructions;
- (e) Direct that continuing arrangements for the proper garaging and/or securing of vehicles are effected;
- (f) Ensure that both interior and exterior parts of the fleet of vehicles are clean at all times;
- (g) Maintain a register of authorised users;
- (h) Provide and direct all vehicles in this pool to purchase fuel and other lubricants using the University's approved system;
- (i) Direct those vehicles are used only by authorised user;
- (j) Direct that vehicles are never used for personal purpose;
- (k) Direct that only members of the University or other persons specifically authorised by the Dean of a School or Director of Institute or their nominee travel in university vehicles;

- (l) Liaise with the Director of Finance regarding any and all damage as a result of accidental or deliberate act and organise effective repairs by a suitable repairer at the earliest opportunity;
- (m) Direct that vehicles be provided with a vehicle log which is maintained and submitted on a weekly basis to the Director of Finance;
- (n) Direct that all elements of this policy, as amended from time to time, are complied with;
- (o) Ensure that smoking, administration of illicit drugs, betel nut, chewing or consumption of alcohol is not conducted in vehicles;
- (p) Provide a certification to the Pro Vice-Chancellor, as at 31st December in each year, for annual accounts purposes that to the best of his or her knowledge vehicles have operated in accordance with this policy in the preceding calendar year;
- (q) Be responsible to ensure the University Logo is affixed on all university vehicles or they are branded in the name of the University except duty post vehicles used by the Vice-Chancellor, Pro Vice-Chancellor; Registrar, Academic Deans and Director and Non-Academic Directors;
- (r) Shall set out the instructions for intended journeys of the University's vehicles;
- (s) Preparation of allocation schedule and allocating vehicles to the drivers to ensure smooth operation;

- (t) Assign duties to drivers, and supervise their operations;
- (u) Draw up programmes for training drivers;
- (v) Ensure that all vehicles have valid documentation;
- (w) Shall check the availability of vehicles and drivers;
- (x) Shall check the authorization of drivers and vehicles;
- (y) Shall monitor performance of drivers and provide the first line of feed back to the Transport Technical Team; and
- (z) Shall ensure driver's needs on journeys are provided for.

## **11.0 Vehicle Safety and Structural Integrity**

### **11.1 Vehicle Safety Equipment**

- i. The Head of the Transport Technical Team shall ensure that the University's vehicles are equipped and fitted with the required safety equipment such as Seat Belts, Fire Extinguishers, Warning Triangles, First Aid Boxes and Crash Helmets (in the case of Motor Cycles).
- ii. Vehicles must satisfy road worthiness requirements by Driver and Vehicle Licensing Authority (DVLA) standards.
- iii. Vehicles used for long distance journeys must be fitted with additional safety devices such as air bags, alcohol detectors, etc.
- iv. The roadworthiness of the University's vehicles should conform to the DVLA fitness standard.

- v. The Transport Officer must ensure that the University's vehicles are inspected and tested by a DVLA accredited testing centre.

## **11.2 Safe Use of The University's Vehicles.**

- i. To ensure this, vehicles must be properly assigned and drivers so assigned should be responsible for their safe use.
- ii. Drivers assigned vehicles must ensure that:
  - (a) Suitable tyre weight of vehicle will be used for the appropriate loading assignments;
  - (b) Strict surveillance and vigilance are constantly maintained over the movement of vehicles and against abuse; and
  - (c) Each and every university's vehicles must carry a Log Book and in case of long distance travelling Heavy Duty Vehicles should be installed with a tachygraphy.
- iii. Drivers assigned university vehicles will be responsible for ensuring that vehicles are constantly kept in roadworthy condition, and that maintenance and/or repairs due are always carried out.
- iv. Drivers and occupants of university vehicles shall wear seat belts in accordance with provisions in the Road Traffic Act 683 of 2004 Road Traffic Regulations, 2012 (L.I. 2180) and any other laws in force.
- v. Any staff using the University's motor bicycles shall wear helmets.

- vi. Drivers and staff of the University driving the University's vehicle/motor cycle shall not be under the influence of alcohol or drugs.
- vii. No driver or staff using the University's vehicle/motor cycle shall smoke whilst driving.
- viii. Drivers and staff driving university's vehicles must strictly observe speed limits. Vehicle speeds shall not exceed 100 kph on a motorway, 80 kph on trunk road and 50 kph in built areas.
- ix. Drivers and staff must ensure that the University's vehicles are not loaded above the provisions in the Road Traffic Act 683 of 2004 and Road Traffic Regulations, 2012 (L.I. 2180).
- x. Drivers and staff driving the University vehicle must avoid acts which constitute dangerous, careless and reckless driving and must observe road traffic signs and markings at all times.
- xi. Drivers and staff driving the University's vehicle must cooperate with Motor Traffic and Transport Unit (MTTU) of the Ghana Police Service or any other unit of the service in the discharge of their traffic law enforcement duties.

### **11.3. Driving Hours**

Drivers driving University Vehicles shall not drive for more than 500km or 8 hours in a single day. However, after four hours of continuous driving the driver, shall take a mandatory 30 minutes rest.

## **11.4 Night Driving**

- i. As much as possible, night driving should be avoided i.e. from 8.00pm
- ii. If night driving is inevitable, drivers should take adequate rest before the start of the journey.
- iii. Check headlights to ensure that they function properly.
- iv. Driving speeds should be reduced.

## **11.5 Permitted and Prohibited Uses**

No person may use a university vehicle, or permit the use of University vehicle in the following prohibited manners:

- i. Reckless driving or speeding;
- ii. The driver is impaired by alcohol, drugs or any other adverse condition;
- iii. Any employees who believe the driver is impaired have a duty to prevent him/her from driving University vehicles and seek assistance from the Transport Officer;
- iv. Smoking is prohibited in the University vehicles;
- v. Transport of non-employee passengers, including family members, in a University general fleet vehicles is not permitted unless with prior authority;
- vi. Use for personal gain, such as delivering goods or services, not related to university business is prohibited;
- vii. Transporting animals – allowed only with prior written consent from Transport Officer.

- viii. Handling loads that could structurally damage the vehicle is prohibited; and
- ix. Use of trailer hitches and towing allowed only with prior written consent from Transport Officer.

## **11.6 Political Use of University Vehicles**

No person may use any vehicle owned by the University for political campaigns.

## **11.7 Incidental Travel and Stops**

- i. University drivers are not permitted to use university vehicles for personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at restaurants for a meal, an Automatic Teller Machine (ATM) or financial institution, for urgent care or to emergency room or a petrol station or convenience store.
- ii. University drivers should remember that public perception of university vehicles is important and influenced by how and where the public sees the University vehicles used. Drivers should not make incidental stops at locations the public would perceive as inappropriate. Examples are liquor outlets and other locations where it is unlikely that any university business or allowable incidental use is involved.
- iii. University drivers required to stay overnight(s) away from home may with permission of their supervisor, use the University vehicle for the types of necessary activity that could be expected of a traveler away from home. Examples include everyday use to go to a pharmacy,

grocery, laundry, fitness centre, or other locations to purchase goods or conduct activities necessary for the employee's health and wellbeing.

## **12.0 Requisition and Release of Vehicles**

### **12.1 Requisition of Vehicles from the pool**

- i. The requisition of motor vehicle process shall follow the following guidelines:
  - (a) Any employee of the University may reserve a motor pool vehicle to conduct official university business as long as his/her department has adequate funds for this journey. The Head of the Department must authorize the request;
  - (b) Reservations for academic trips should be done at the beginning of the semester and a minimum of 2 days in advance for non-academic trips; and
  - (c) Reservations are to be submitted on a Transport Requisition Form available from the Transport Office. Telephone reservations are NOT accepted.
- ii. The Requisition Officer must:
  - (a) Determine the date and time desired to pick-up and return the vehicle, destination and specifying clearly the type of vehicle required;
  - (b) Specify clearly whether the vehicle must be wheelchair accessible;



- iii. The Motor Pool Office will return the reservation form with the vehicle number written on it which will confirm that a reservation has been made;
- iv. If there are no vehicles available, “No suitable vehicle available and recommendation for hire or use of personally owned vehicles” will be written on the reservation form;
- v. The transport requisition form is then processed by the Transport Office, and a copy of the fully processed requisition form is sent to the user department. The vehicle will be released as per the requisition form details; and
- vi. The following shall guide the granting of vehicles:
  - (a) **Field trips:** Vehicles shall be released for students for field trips. Departments must make requests for vehicles on behalf of their students. Any request for use of university vehicles by students shall only be granted when such requisitions are made by the HODs;
  - (b) **Granting a request:** Request for a vehicle would be granted based on the availability of vehicles. For the sake of efficiency, room should be created for joint use of vehicles;
  - (c) **Priority:** All applications concerning requisitions for vehicles for academic purposes supersede all other requisitions; and

- (d) **Approval for requisitions:** All requisitions for vehicles for local use, i.e. within Kumasi shall be handled by the Transport Officer or his assistant.

On the other hand, the use of the University vehicles for official purposes by the students and staff to a destination outside Kumasi shall have a prior approval of the Vice-Chancellor or any officer acting on his behalf, before the Transport Officer shall issue a gate pass.

## **12.2 Release of Vehicles.**

- i. Application for vehicles granted and released for any purpose shall be subjected to the availability of vehicles.
- ii. Release of vehicles to students: Vehicles shall be released for students for trips for the following activities:

- (a) Field trips: Vehicles shall be released for students for field trips;

Departments must make requests for vehicles on behalf of their students and requests would be granted only when requisitions are made by their HODs;

- (b) Funerals: Upon the death of a student during a semester, a bus shall be released by the University for the Transportation of sympathizers and where necessary a pick-up vehicle is released to transport the body;

Such requisition shall pass through the HOD and Dean of Students;

- (c) Students' Association: Under no circumstances should any of the University Vehicles be released

to students' associations for social purposes. Such requisition shall pass through the Dean of Students' Affairs; and

- (d) Students Representative Council (SRC): Notwithstanding the foregoing however, where the SRC has no vehicles, a vehicle should be released to the SRC for only National Delegates' Conferences. Requisition shall pass through the Dean of Students.
- iii. Release of vehicles to department: Vehicles would be released to departments for the following purposes:
- (a) Students' field trips: Head of Departments (HODs) shall request for vehicles for students of their departments for trips; and
  - (b) Official Duties and Assignments: Vehicles shall be released to departments for official duties and assignments of the department. Request should be made by HODs;
- iv. Released of vehicles to Staff Associations: vehicles shall be released to staff associations for the following purposes:
- (a) Official Use: Vehicles should be released to staff associations for official use such as negotiations on condition of service delegates' congress and other such official uses; and

- (b) Non-official trips: Vehicles may be released to staff associations for purposes other than official trip (e.g. staff excursions) and any other such trips. For non-official trips, the cost of fuel and driver's allowance shall be borne by the association concerned.
- v. Release of vehicles to individual members of staff: Under no circumstances shall vehicles be released to an individual member of staff for pleasure trips. Applications for vehicles by individual members of staff would be granted in the following circumstances only:
- (a) Carting of personal effects of new employees;
    - Where the University employs new staff a vehicle could be released to cart the personal effects of such staff member from the destination as stated in the conditions of service document.
    - A staff member who is changing residence can also request for the use of the University vehicles in carting his/her personal effects.
  - (b) Marriage ceremonies: on the occasion of a staff member marrying, the University shall release only a bus to the members of staff going to grace the marriage ceremony; and
  - (c) Funerals:
    - Death of staff member: in the event of the death of a staff member, a vehicle shall be released to staff sympathizers to the funeral.
    - Bereavement of a member of staff: A bus shall be released to transport sympathizing members of staff only in the event of a staff member losing a

spouse, a child or a parent. The vehicle so released shall be fueled by the one making the request. As much as possible the vehicle should be returned to the University within four (4) days.

- In the event of a pick-up or any vehicle released to a bereaved member of staff, a driver should be assigned to drive such a vehicle. Under no circumstance must the bereaved staff drive any university vehicle or use such vehicle in the carrying of the corpse. All allowances due the driver shall be paid by the bereaved staff.
- All requisitions under this section shall pass through the HOD and the Registrar.

## **13.0 Management of Vehicles**

For effective and efficient management and running of the fleet of vehicles the following procedures shall be strictly enforced.

### **13.1 Vehicle File**

A file should be immediately opened for every vehicle upon acquisition to keep all documents on that particular vehicle. Documents to be kept on file should include letters initiating and covering the purchase price of the vehicle, documents on insurance and renewals cost and any other document deemed necessary.

### **13.2 Vehicle History File**

This file shall hold records on maintenance, repair and servicing; and documents on the purchase of spare parts and tyres.

### **13.3 Vehicles Complaints Book**

Drivers' complaints on the state of vehicles they drive shall be recorded in this book.

### **13.4 Insurance/Roadworthiness**

- i. Where a vehicle is being used at a department or section the requisition shall pass through the HOD and Dean or Director of the faculty or directorate to the Transport Officer.
- ii. Where it is a pool vehicle then the Transport officer shall initiate the process
- iii. There should be one expiry date for all vehicles which are comprehensively insured.
- iv. For the first five years, a new vehicle shall be insured comprehensively.
- v. After the first five years when the need arises, vehicles could be revalued and insured comprehensively again; otherwise they should have third-party insurance.

### **13.5 Parking of Vehicles**

- i. All university's vehicles other than executive vehicles, duty post vehicles and official vehicles shall be parked at the University premises after close of work each day and at weekends.
- ii. Where the nature of the duties of an officer using a vehicle demands, or the nature of work so prescribes, the vehicle may be parked at a place other than the

place specified above provided that prior approval of the Transport Officer has been obtained.

- iii. Official Vehicles allocated to officers for official and personal use would be so used. However, vehicles for faculties are to be used for official assignments only. Where such a vehicle would be used for the personal purposes, prior approval should be sought from the Registrar and all cost incurred must be borne by the officer concerned.
- iv. A vehicle which travels outside Kumasi should be parked at a Police Station or at a suitable place in a sister University. Where this provision is not applicable, the vehicle shall be parked at a place where safety can be assured.
- v. Keeping vehicles at residence: Apart from executive vehicles, duty post vehicles and official vehicles assigned to senior officers, no driver or employee shall be allowed to drive any to their homes overnight without prior permission from the Registrar.
- vi. Gate pass
  - (a) All fleet vehicles leaving the premises must receive a gate pass from the Transport Officer.
  - (b) Fleet vehicles travelling outside Kumasi should receive the Registrar's prior approval after which a gate pass would be issued by the Transport Officer.

vii. Washing of Vehicle

- (a) Every driver must ensure cleanliness of the vehicle assigned to him.
- (b) Each driver must see to washing of the vehicle assigned to him and ensure that both the inner and out parts of the vehicle are kept tidy.
- (c) When it becomes necessary to wash big buses, or for the engine compartment or the underneath of a vehicle to be washed, the Transport Officer must release money to the driver to get it done at a private washing bay.

viii. Fuel use

- (a) Fuel must be purchased at accredited fuel station, except where the vehicles travel outside Kumasi. In such circumstances the Officer travelling with the driver should supervise the purchase of the fuel and endorse the receipt. All such receipts must be made available to the Transport officer by the officer on return for retirement/refund.
- (b) Any time fuel is purchased, the fuel tank of the vehicle must be filled up.
- (c) All fuel purchased shall be authorized by the Transport Officer and the purchase shall be supervised by the Internal Audit Section and necessary receipts collected, except where the vehicle travels outside Kumasi.



ix. Payment of Night Allowance

- (a) Drivers who drive university officials outside Kumasi should be paid their night allowance upfront before departure.
- (b) Any excess night allowance paid must be returned to the cash office after the journey.
- (c) The excess should be deducted from the salary of any driver who refuses to return it after his return from the journey.

x. Reporting

To ensure up-to-date information at the administrative level, the Transport Technical Team shall submit a comprehensive quarterly report on the state of all vehicles to the Vice-Chancellor through the Transport Committee.

xi. Duty Post Vehicles

University staff that have been assigned duty post vehicles shall use a University driver, in the event they have to use their vehicle to travel outside Kumasi on official university Business.

## **14.0 Road Traffic Accidents and Management**

- i. Any accident involving the University's vehicle must be reported to the University authorities through the Transport Officer.
- ii. If a university vehicle is involved in an accident with a third party, the report of the accident must also be made

at once to the local police and the driver should get a copy of the report written by the investigating officer.

- iii. The driver/supervisor is responsible to complete an accident report, that is located in the glove compartment of the vehicle and provide it to the Transport Officer who will then forward the details to the insurer.
- iv. However, if the damage is caused by another university property, then depending on the extent of the damage the matter should be reported to the Transport Office or otherwise to the local police if the involvement of the insurance is necessary.
- v. Procedure for Reporting and Handling Road Traffic Accidents shall be as follows:
  - (a) Any accidents, however minor, should be reported to the nearest Police Station within 24 hours after the accident
  - (b) In the event where the driver is alive, he must arrange to send casualties, if any to the nearest hospital.
  - (c) The driver must then report the accident to the Transport Officer who shall bring the accident to the attention of the appropriate university authorities.
  - (d) Failure to report an accident shall lead to a disciplinary action being taken against the driver concerned and also be surcharged with the cost of the repairs.
- vi. In case of an accident, university drivers are advised:
  - (a) To stop at once.

- (b) To take steps to prevent further accidents – turn on hazard lights, and set out warning devices.
- (c) To notify the Transport Office and call police immediately.
- (d) To obtain the license plate numbers and insurance policy of other vehicles involved.
- (e) To protect passengers, vehicle or cargo.
- (f) Tactfully, obtain names, addresses and phone numbers of all witnesses. Get the names of all occupants of other vehicle(s) involved.
- (g) Give other driver(s) your name, address, the vehicle license plate number and your driving license and also get the same details from the other driver(s).
- (h) NOT to admit liability and NOT to sign anything except the police report.
- (i) To discuss the specifics of the accident only with the police or the Transport Officer.
- (j) To complete a driver's accident report at the scene of the accident while the information is fresh in your mind.

## **15.0 Disposal of Vehicles**

- i. University shall dispose off a vehicle which has travelled for a period of 300,000 kilometers or which has been used for a period of ten (10) years, whichever, is shorter.

- ii. The Transport Committee shall make recommendations to the Vice-Chancellor for the vehicles disposal.
- iii. Upon the approval of the Vice-Chancellor, the Transport Committee shall take the necessary steps for the disposal of the vehicle as provided under the existing laws.

## **16.0 Driver Policies**

### **16.1 General**

- i. Only university drivers and other authorized university transport unit staff may drive a university vehicle. All drivers must meet minimum standards for employment as university drivers.
- ii. Use of university vehicles must be for University business only. Incidental use associated with official business is strictly limited and must have prior approval.
- iii. Non-University employees may ride in a university vehicle only if authorized and on official university business.
- iv. Drivers and passengers must comply with all Traffic Laws and Government Vehicle Check Units regulations.
- v. Employees should use a university vehicle whenever a vehicle is required and available to conduct university business. University vehicles are categorized as personally assigned, work shared and motor pool.

- vi. Drivers are responsible for immediately reporting all accidents or any damage of University vehicles to the Transport Officer.
- vii. Drivers are responsible for basic checks like oil, coolant, tyre pressure before and after use of vehicle and report to the Maintenance Officer.
- viii. Drivers should ensure all journeys commence as scheduled.
- ix. Drivers would be in charge of the day to day handling and movement of the University's vehicles. Drivers must take and obey instructions from the Transport Officer and must always be of good conduct.

### **16.2.1 Driver Requirements**

All university drivers are required to:

- i. Meet the licensing requirements for the motor vehicle to be operated;
- ii. Operate motor vehicles in a safe and prudent manner;
- iii. Use the motor vehicle complete occupant restraint system at all times;
- iv. Check vehicle for damage before accepting the motor vehicle for any journey. e) Report motor vehicles' operating condition at the end of every journey;
- v. Report motor vehicle use and cost data as directed by the Transport Officer. g) Report all accidents involving university vehicles to the Transport Officer immediately they occur;

- vi. Comply with all applicable Traffic Law, Government Vehicle Check Unit regulations and University regulations;
- vii. Pay all traffic violations fines levied against them;
- viii. Ensure that motor vehicles and their contents are secure at all times;
- ix. Ensure that the motor vehicle is properly serviced during the course of operation or notify the Transport Officer of required servicing. l) Protect and properly use fuel cards; and
- x. Request each passenger to fasten their safety belt.

### **16.3 Appointment of drivers**

To ensure that persons who are appointed as drivers in the University appreciate that role and recognition for the delivery of quality service towards the realization of the University's corporate vision, the method of appointing drivers must follow established procedures as contained in the University's recruitment practices. (See Appendix 1)

### **16.4 Recruitment of drivers**

The Transport Officer shall report a vacancy for a driver or drivers to the Transport Committee. Upon agreeing to the vacancy, the Transport Committee would recommend the recruitment of a driver or drivers to the Vice-Chancellor through the Registrar.

The Head of Transport Technical Team shall be a member of the appropriate committee in the recruitment and selection process for recommendations to be submitted to the Vice-Chancellor.

## **16.5 Qualification as a driver**

To qualify for employment as a driver in the University, the applicant should have the following qualifications:

- i. Should possess a Professional Driving License not lower than Grade D;
- ii. Should possess a minimum of SSCE/WASSCE or Intermediate Certificate in Technical Education or its equivalent;
- iii. Must pass a medical examination for physical fitness and special examination of eye sight undertaken by the University's medical officer; and
- iv. Must not be an ex-convict.

## **16.6 Testing of drivers**

All new drivers shall be tested by the Transport Officer and other appointed officers of the University.

### **16.6.1 Guidelines for testing**

- i. Written test: shall involve basic English Comprehension and Mathematics
- ii. Oral test: Shall involve oral questions to test the driver's knowledge of Spoken English, traffic signs, safety in driving, importance of maintenance of vehicles, vehicle indicators etc.
- iii. Driving test: Shall include driving in busy traffic on main roads, reversing into small lanes, etc. The examiner should observe the candidate's driving in general,

steering control, timely application of brakes, reaction to dangerous situations, correct display of signals and competency in defensive driving etc.

### **16.6.2 Orientation for drivers**

- i. New drivers and transport staff need to be introduced properly into the University by going through an orientation. The Transport Officer shall organize orientation for newly recruited drivers.
- ii. Orientation for new drivers and transport staff must include topics related to the following:
  - (a) Organization's Mission, Vision and Strategic objectives;
  - (b) Specific roles of drivers/transport staff towards achieving the Corporate Vision/Objectives;
  - (c) Corporate Rules and Regulations;
  - (d) Road Traffic Rules and Regulations; and
  - (e) Inter and intra departmental interaction (vi) Dressing code for staff including drivers (vii) Driving ethics and human relations.

### **16.6.3 Continuous Education and Training of Drivers**

- i. The Transport Technical Team shall organize periodic refresher courses for the drivers to ensure competences and professionalism among the drivers.



- ii. Policy Guidelines on continuous education of drivers
  - (a) Education and training of drivers should be done in conformity with existing national standards and syllabus/modules for driver education and training and the needs of the University.
  - (b) Education and training shall include topics relating to the following:
    - Risk perception and how to deal with them in driving;
    - Highway Code;
    - Existing Road Traffic Act and Regulations;
    - Traffic signs and Marketing;
    - Basic vehicle maintenance;
    - Code of conduct;
    - First Aid;
    - Fire Fighting Techniques; and
    - Ethics and Human Relations.

## **16.7 Discipline of Drivers**

- i. Efficient management of fleet for productivity depends largely upon the level of motivation and discipline of the fleet operating team especially among drivers in their day to day work. In view of this drivers:
  - (a) Must demonstrate discipline in the discharge of their duties;

- (b) Must comply with all driving regulations and all directives provided in this policy document;
  - (c) Must seek their first source of instruction from the Head of Transport; and
  - (d) Technical Team through the Transport Officer must show proper conduct towards their officers.
- ii. Policy guidelines for motivation conduct towards their officers.
- (a) Drivers who perform exceptionally must be recognized and rewarded.
  - (b) Senior officers responsible for the conduct of drivers must accept the challenge of enforcing strict discipline among drivers.
  - (c) Drivers must seek their first source of instruction from the Head of Transport.

### **16.7.1 Discipline Authority and Actions**

Nature of Offence	Disciplinary Action
Driving under the influence of alcohol and/or narcotic drug	Summary Dismissal
Driving on wrong side of the road e.g. one-way lane	Warning

<p>Driving a defective vehicle, a vehicle with bad tyres, unserviceable lights and defective steering system</p>	<p>One month suspension without pay. If the driver brought the defect to the notice of the officer authoring vehicle movement, the matter should be reported to the Head of Transport Technical Team for suitable action to be taken against the officer.</p>
<p>Driving vehicle into a 'NO' entry lane but did not cause accident</p>	<p>Warning</p>
<p>Driving above the approved speed limit</p>	<p>One (1) month suspension from traveling outside Kumasi.</p>
<p>Refusal to wear seat belt/ crash helmet</p>	<p>One (1) month suspension from traveling outside Kumasi.</p>
<p>Driving while talking on mobile phone</p>	<p>Three (3) months suspension from traveling outside Kumasi</p>
<p>Refusal to undertake schedule duty</p>	<p>Dismissal</p>

<p>Negligently causing an accident: leading to death of pedestrians damaging vehicle, third party property</p>	<p>One (1) month suspension without pay Termination of appointment at the discretion of Transport Committee Surcharged cost of repairs</p>
<p>Negligence of duty</p>	<p>One (1) month suspension from traveling outside Kumasi.</p>
<p>Insubordination towards Senior Member/Senior Staff of the University</p>	<p>Warning/Demotion in rank</p>
<p>Reckless behaviour on the highway</p>	<p>One (i) month suspension without pay</p>
<p>Refusing to keep assigned vehicle tidy</p>	<p>Warning</p>
<p>Pocketing money meant for refuelling of vehicle</p>	<p>Summary Dismissal</p>
<p>Failure to report an accident</p>	<p>One (1) month suspension without pay and surcharged the cost of repairs</p>

*NB: Offenses must be reported by staff accompanying drivers or in the instance of sighting them.*

## **16.8. Incentives for Drivers**

To ensure that drivers would be well motivated in discharging their duties, they shall be provided with the following:

- i. Drivers' waiting room;

- ii. Driver accommodation: A suitably furnished driver's accommodation on campus, so that drivers on duty could sleep there overnight; and
- iii. Driver's overtime allowance must be paid as applied to the relevant conditions of service.

## **17.0 Maintenance and Repair of University Vehicles**

- i. The maintenance, servicing and repair of the University's fleet of vehicles shall be undertaken at the University's Automotive Engineering Working.
- ii. The maintenance schedule for the University vehicles shall be derived from the individual vehicle's owner's manual supplied by manufacturers.
- iii. Where the nature of the repairs, servicing or maintenance of a vehicle is such that it will be in the best interest of the University for it to be done in a workshop or garage other than that of the University, the Head of Transport Technical Team and the Transport Committee with the prior approval of the Vice-Chancellor, shall be responsible for sending the vehicle to an accredited garage. Vehicles under warranty shall be sent to the relevant dealer for the stated period for all scheduled and other repair works. After the Warranty has elapsed, critical repair jobs shall also be undertaken by the same dealer.
- iv. Under no circumstances shall a university vehicle be sent to any garage for repairs, servicing or maintenance other than the accredited garage without the prior

knowledge of the Chairman of Transport Committee and the approval from the Vice-Chancellor.

- v. Vehicles can be sent for repairs, servicing and maintenance only to accredited garages recommended in writing by the Chairman of Transport Committee and approved by the Vice-Chancellor.

## **17.1 Methods for Carrying out Vehicle Maintenance Inspection and Repairs**

- i. The Head of the Technical Team will be responsible for ensuring that all vehicles are maintained according to the schedules shown. He will prepare service programmes for each vehicle and ensure that these programmes are strictly followed by all concerned.
- ii. The maintenance and repair schedules shown in table 1 and sample check lists in appendices 1 and 2 will be followed in an effort to keep vehicles in first – class roadworthy condition at all times. The schedules include daily, weekly, bi-weekly and monthly services and overhauls which must be carried out regularly.

Table 1: Maintenance and Repairs Schedule:

<p><b>DAILY CHECKS (A-SERVICE)</b></p> <p>To be carried out by the driver.</p>	<p>Engine oil level-check and top up.</p> <p>Oil leaks-check around filters and oil lines.</p> <p>Fuel leaks-visual check around fuel tank, suction and return lines.</p> <p>Cooling system level – check water level.</p> <p>Lights – check lights if working.</p> <p>Cooling system leaks – check water leaks from Radiator or hoses.</p> <p>Brakes – check operation of brakes.</p> <p>Check brake fluid level</p>
<p><b>2. WEEKLY CHECKS (B. SERVICE)</b></p> <p>To be carried out by a workshop Technician.</p>	<p>Daily check operations (A. SERVICE).</p> <p>Battery-check electrolyte level.</p> <p>Tyres pressures check and top up.</p> <p>Brake Fluid level – check and top up.</p> <p>Belt Tensions-check and adjust.</p> <p>Clutch Fluid level-check and fill if necessary.</p>

<p>3.B. 1-WEEKLY CHECKS (C-SERVICE)</p> <p>To be carried out by a Workshop Technician at the Workshop</p>	<p>Daily and weekly checks open action (A and B SERVICE).</p> <p>Chassis greasing.</p> <p>Universal Joints-check and grease.</p> <p>Fuel Tanks-check and tighten all brackets or mountings if necessary.</p> <p>Clutch Housing-check and tighten all bolts and nuts</p> <p>Tyre Wheel Nuts-check and tighten</p> <p>Hub Cover Bolts and Nuts-check and tighten.</p> <p>Hand brake-check and adjust if necessary.</p>
<p>4. MONTHLY CHECKS (D-SERVICE)</p> <p>To be carried out by workshop</p>	<p>Carry out A, B and C Services.</p> <p>Alternator-Lubricate bearings or bushings.</p> <p>Oil Changes – change Engine oil.</p>

## 17.2 Release of Vehicles for Preventive Maintenance

### 17.2.1 Transport Maintenance Notice Board and related issues

- i. The Transport Technical Team shall erect a Transport Maintenance Notice Board at an appropriate position in



the workshop which is visible, indicating when services for each vehicle are due.

- ii. Vehicles must be released for scheduled maintenance, inspections, repairs, according to the maintenance programme drawn by the Head of the Technical Team and his team.
- iii. This would be prominently shown on the Transport Maintenance Notice Board. d) Maintenance labour must be available as a priority to carry out preventive inspections. Whoever is assigned a particular inspection or maintenance job should not be burdened with other jobs.
- iv. A blank inspection report must accompany the job specification. The blank inspection report must be placed in a transparent plastic folder to prevent it from being soiled and becoming unduly dirty.
- v. Upon completion of the inspection, repair, or servicing work, the assigned technician shall fill the form in the plastic folder and return the folder to the workshop foreman, who would sign off the inspection report before passing it to the Head of the Technical Team.
- vi. If for any reason, a fault is diagnosed during inspection and cannot be rectified during the time allocated for the inspection as per the programme, then action must be taken on one of the following two alternatives:
  - (a) If continued running of the vehicle could cause damage to the vehicle or become a safety hazards the vehicle must be repaired immediately and the

job treated with the priority and given to emergency maintenance work.

- (b) If the vehicle can be operated safely without causing damage, the foreman must raise a maintenance request to cover further repairs as soon as possible

### **17.3 Transport Records:**

The following records should be kept with all the University vehicle users such that from regular analysis the Transport Technical Team may be able to assess among other things, operational and maintenance cost and ascertain the general efficiency with which vehicles are being utilized and maintained.

- i. Vehicle Log Book

- (a) Each and every university vehicle should always carry a vehicle log book which will be issued by the Transport Officer who controls the movement of vehicles.
- (b) A vehicle log sheet has various columns which should be entered by the relevant university driver and completed by the respective vehicle user every time a journey is embark on.
- (c) All other information required to be recorded in the log book regarding fuel, lubricants consumption etc. should be entered by the Workshop Technician.
- (d) Vehicle Log Book sheets should be entered in TRIPLICATE:

- Original copies of all Log Sheets should be forwarded to the Chairman of Transport Committee every month.
- The first duplicate copies should be deposited with the Workshop Foreman.
- The second duplicate copies which remain in the log book shall regularly be checked by the Transport Officer.

ii. Vehicle History Book:

- (a) This record in the form of a book will be carried in each vehicle by drivers along – side the Vehicle Log-Book.
- (b) The vehicle history book contains the following questionnaire, which must be completed by the appropriate Transport Technical Team personnel:

<b>Information Required</b>	<b>To be completed by</b>
Particulars of Vehicle	Transport Officer.
Tyres serial number and replacement	Workshop Engineer
Vehicle maintenance record: Repairs & Maintenance record	Workshop Engineer/Administrative Staff
Vehicle performance record (monthly mileage M.P.G.)	Transport Officer

iii. Annual Individual Equipment Record:

Once a year, during the month of January, an individual equipment record will be completed by the Workshop Engineer in respect of each university vehicle and equipment.

iv. Fuel and Lubricants Records:

This record will be maintained in the workshop. The fuel and lubricants will be issued from time to time for servicing. Entries of any issues should be made in the Vehicle Log Book.

## **17.4 Workshop/Maintenance Facilities**

The Workshop of the University must have adequate tools and equipment to enhance and facilitate maintenance, servicing and repairs of its fleet of vehicles. Specifically, the workshop must be fitted with the following:

- i. Ramps, hoists or pits would be needed for inspection of the underside of vehicles.
- ii. Creeper boards, jacks, axle stands, hand tools and diagnostic equipment must be available.
- iii. Equipment for measuring braking efficiency (roller brake tester) and setting of headlights
- iv. Adequate automotive tools

## **17.5 Fuel/Lubricant station**

- i. The University shall set up a fuel/lubricant station for the storage and distribution of diesel, petrol and other fuels and lubricants
- ii. This must be managed by competent personnel

As motor vehicles have become sophisticated, some degree of knowledge and skill is required of drivers for safe driving and optimal vehicle performance. In 2004, the National Road Safety Commission (HRSC) conducted a research to establish the influence of educational background on the skill and competence of drivers. The research findings concluded that there is a positive relationship between driver competence and educational level. Drivers with higher education demonstrated greater level of driving competence.

## APPENDIX 1

Analytical Fleet Maintenance Management PMA.....  
PMN..... MECHANIC..... SUPVR.....

EXCEPTION: Fuel Time Miles REPAIR ORDER

NO:.....

REVIEW PAST HISTORY FOR IRREGULARITIES SINCE LAST PM Engine  
Hours

Date:..... Mileage.....  
vehicle

N:.....

PMA O.K REPD

### 1. CAB INTERIOR

Inspect registration, seat belts, safety equip.,

heater, lights, gauges, horn, & defroster .....

.....

### 2. ENGINE COMPARTMENT

Inspect for any leaks, check all fluid levels .....

.....

### 3. REPLACE

As needed, air filter.....fuel filter..... water filter.....

add diesel conditioner, rust inhibitor.....

#### 4. COOLING SYSTEM

Inspect fluid level (pressure test if fluid is low)

Inspect condition of hoses & belts .....

Check protection level (.....Deg.) .....

#### 5. ELECTRICAL SYSTEM

Inspect battery mounting, terminals, cables, and

Electric drive battery .....

Inspect all exterior lights .....

Inspect alt., starter, bolts, & mounting .....

#### 6. UNDER CHASSIS

Inspect drive line, suspension, & steering .....

Inspect exhaust for condition & leaks .....

Lubricate as necessary .....

#### 7. OIL SYSTEM

Change oil and oil filter .....

#### 8. BRAKES

Inspect service and parking brake system .....

#### 9. TIRES

Inspect tire condition and inflation including .....

#### 10. MISCELLANEOUS

Inspect body & glass, and note damage .....

**PMN – STATE INSPECTION**

Perform state inspection as mandated by  
state reqs. ....



## APPENDIX 2

Location:.....

Vehicle Number:..... Date:.....

Time:.....AM.....

PM Odometer:.....

(Check Any Defective Item and Give Details Under "Remarks")

----- – Service Brakes, Including Trailer Connection

----- – Parking (Hand) Brake

----- – Steering Mechanism

----- – Lighting Devices and Reflections

----- – Tires

----- – Horn

----- – Windshield

----- – Windshield Wipers

----- – Rear Vision Mirrors

----- – Coupling Devices

----- – Wheels – Rims

----- – Emergency Equipment

----- – Others

Remarks:.....

.....

..... Above Vehicle is Satisfactory

Operator/Driver's Signature:.....

Empl. No.

.....

.....

.....

-----Above Defects Corrected

----- – Above Defects Don Not Affect Safe Operation  
of the Vehicle and will

Be Corrected Shortly

Mechanic's Signature.....Empl. No

..... Date.....

Note: This form must be completed at the end of each shift.

One report per vehicle per shift.

Copies: White-Vehicle Copy

Yellow-Repair Facility Copy

Pink-File Copy

## APPENDIX 3

### Definitions

**University Vehicle:** is defined as any motor driven vehicle, including motorbikes, outboard motors and boats owned by the University and registered in the name of the University.

**Special Purpose Vehicle:** is any non-passenger vehicle.

**Authorised User:** is any member of the University or associate authorised by the Vice – Chancellor to use a University vehicle for University business purpose.

**Accountable Items:** are the vehicle log and vehicle keys, OBM equipment. keys, fuel tanks, life jackets, navigational

**Notifiable Event:** is an accident or incident involving damage to a University vehicle.

**University:** refers to Kumasi Technical University (KSTU)

**Authorised Driver:** refers to as a member of staff authorised to drive a University vehicle.

**Authorised Service Providers:** refers to an authorised fully licensed and registered service provider.